

NAVAL STATION WARDROOM MESS BYLAWS

1. Membership. Membership in Naval Station Wardroom Mess (hereafter referred to as the Mess) is open to all officers and civilians, GS-9 and above, who are permanently assigned to the Naval Station, or are assigned to a subordinate command. Membership is voluntary. To join the mess, a request (Tab A) and initial payment of \$15 must be turned in to the Mess Fund Treasurer.

2. Dues

a. Dues will be \$15 per year and will be collected through billing by the Mess Fund Treasurer in the month of January. Additional dues of \$6 per attended function will be assessed to members, \$15 per function for non-members. Changes in dues amounts will be considered periodically by the Advisory Board. Quarterly reminders for payments will be issued by the Mess Fund Treasurer.

% b. Dues are not assessed for the reporting and detaching functions of the member's tour.

% c. All proceeds from any sponsored function will be turned in to the Mess Fund Treasurer.

% d. The Mess President, Mess Vice President, and the Mess Fund Treasurer are the only authorized signatures for access to the Mess Bank Account.

% e. Funds will be used to cover the basic costs of Mess functions for the benefit of Mess members. The Mess will pay for the food of a member and guest when the member is being hailed and farewelled.

% f. Additional funds may be required to purchase retirement and special gifts.

% g. Naval Station plaques will be awarded to members in good standing and will be made by the Naval Station Brig.

3. Advisory Board

% a. The Advisory Board will consist of the Mess President, the Mess Vice~President, the Mess Fund Treasurer, and department representatives assigned.

b. Board members will normally serve for a period of one year.

% c. The Mess Fund Treasurer will provide a status of the Mess fund at each board meeting.

% d. Meetings of the Advisory Board will be held at a time and place to be arranged by the Mess President. The order of business will be as directed by the Mess President.~

% e. Advisory Board meetings will normally be closed; however, the Advisory Board can convene semi-open meetings to deliberate controversial subjects and agenda items that require or deserve input from select members.~

4. Mess Fund Treasurer. The Mess Fund Treasurer will be a Commissioned Officer assigned to Naval Station. He/she will be appointed by the Mess President and hold the office for one year. The Mess Fund Treasurer will manage all monies under the direction of the Mess President. The Mess Fund will be operated in the interest of the well-being and good morale of its members but balanced by the demands of financial solvency. The Mess Fund Treasurer is a voting member of the Advisory Board and will not serve the Board in any other capacity. The Mess Fund Treasurer is responsible for maintaining accurate and neat records of all financial transactions associated with the conduct of the Mess and ensuring an annual audit of the books.

#### 5. Memorials and Gifts

% a. Funds may be used to purchase flowers, plants, or a donation to a specified charity for Mess members when they or members of their immediate family are hospitalized or die.

% b. Funds may be used to purchase an appropriate gift, such as a shadow box, for all members who retire during their tour at Naval Station. However, ribbons and special warfare pins must be provided by the retiree or their dependent.

% c. Funds will be used to purchase other items as agreed upon by the membership.

6. Audit. Command Evaluation will audit the financial transactions of the Mess annually or more frequently as may be directed by the CO/XO.

7. Hail and Farewell Responsibilities. The primary purpose of the Hail and Farewell is to promote esprit de corps among officers and civilians of Naval Station and to recognize new members and those detaching from the command.

a. Departments will be assigned the responsibility of planning and preparing hail and farewell functions as required. The Mess Fund Treasurer will monitor the financial aspect of all functions in coordination with the host department. The host departments will also be responsible for preparing and distributing flyers at least two weeks prior to the event.

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%o b. Routine themes are not required. New and imaginative approaches are~ encouraged.~

%o c. Use of the Breezy Point Officers' Mess is encouraged, but not~ required. The North Carolina House may be scheduled for use with catering services arranged through the Naval Station galley.~

%o d. The Commanding Officer's secretary will collect the information con~ cerning each officer being hailed or farewelled and present the information to the Executive Officer at least one day before the event.~

%o e. The host department will be responsible for arranging the engraving~ and purchase of Naval Station plaques for detaching officers.~

%o f. Personnel who qualify for wardroom membership but are not members may~ attend hail and farewell functions at a cost of \$15 per person per function.~

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From:~

To: Wardroom Mess Treasurer, Naval Station, Norfolk~

Subj: ACKNOWLEDGEMENT OF INVITATION TO JOIN THE NAVAL STATION  
WARDROOM MESS~

Encl: (1) Payment of initial dues~

1. I have received my invitation to join the Naval Station Wardroom Mess and do/do not wish to join.~

2. Enclosure (1) is my payment of \$15 for my initial annual dues.~